

**KIRKENDALL PUBLIC LIBRARY**  
**Ankeny, Iowa**

**The Mission of the Kirkendall Public library is to support lifelong learning and enjoyment in an inclusive, welcoming environment that is a primary community destination. The library provides equal access to quality information services, materials, and resources to all members of our community. (Mission statement adopted by the Board of Trustees, September 2006).**

**SUBJECT:**                    **FORMAL DISPLAYS AND EXHIBITS**

**BACKGROUND:**        Formals displays and exhibits are seen by anyone who walks into the library, both children and adults. The materials contained in the exhibits must therefore meet what is generally known as “a standard that is acceptable to the community.”

**POLICY:**                    The Kirkendall Public Library is a public building within the city of Ankeny. The use, by individuals or organizations, of the library’s facilities for displays and/ or exhibits other than those which pertain to the library, is not a right but a privilege which is subject to review by the Kirkendall Library Board of Trustees. The Director may grant the privilege of placing exhibits and displays in the library.

**PROCEDURE:**            A The Library’s own needs for display space takes precedence in every instance, otherwise requests will be considered on a “first come” basis.

                                      B. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner’s risk. The library shall be held harmless for liability in the event of damage or loss of materials being displayed regardless of circumstances.

                                      C. Nothing may be removed from a display or exhibit except by a librarian or authorized staff.

                                      D. The library shall decide on all content and arrangement of all exhibits. Every item must meet the library’s standard of value and quality. The board reserves the right to reject any part of an exhibit or to change the manner of display.

E. Community organizations shall abide by any specific instructions or requests the library should make regarding the layout or content of the display.

F. Permission to use one of the display cases will be granted to non-profit community organizations if such use will further the Library's programs. These requests should be made to the Library Director or Assistant Director.

G. The requesting organization is entirely responsible for the timely set-up and take-down of the display.

H. The Adult Services librarian will, at times, offer the display case space to individuals or groups wishing to display personal collections. These must be approved by the Director and time and space will determine what may be displayed.

**Adopted by Library Board of Trustees:**

**Reviewed:**  
April 2014

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**Myrna Anderson, Library Director**

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**Date 11/21/2007**

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**Todd C. Beveridge, Board President**

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**Date 11/21/2007**